

## **3216 - PLANNING TECHNICIAN**

### **NATURE OF WORK**

This is responsible sub-professional technical work performing functions in various phases of City planning.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Reviews plans for design review approval and compliance with the Zoning Ordinance and design guidelines of minor projects such as window replacements, color changes, awning, fences, storefronts and so on; compiles building data from computerized Land Management System; verifies compliance with planning and zoning requirement; compiles and invoices for impact fees.

Performs parking and transportation field data collection; analyses data and prepares reports; design signage and decal artwork; conducts correspondence.

Prepares presentations of survey and research findings in architectural, pictorial, and technical drafting form.

Prepares layouts, illustrations, paste-ups, and art renderings.

Compiles statistical data for analysis.

Performs site inspections as needed.

Updates the inventory of Design Review applications to facilitate filing and availability of files to the general public and staff members.

May coordinate meetings, ensures publication of legal notices in the newspaper and/or mailing of legal notices as required; sets up meeting room.

May attend meetings; takes minutes of meetings proceedings.

May serve as an administrative assistant which includes making and tracking appointments, composing correspondence, typing reports, assisting with the preparation and tracking of the budget and other office/administrative duties.

Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Some knowledge of the basic principles, practices and techniques of urban planning and research. Some knowledge of zoning ordinances.

Considerable knowledge of standard drafting practices.

Ability to prepare specific- plans.

Ability to express ideas clearly, orally and in writing.

Ability to prepare maps, charts and graphs.

Ability to compile complicated statistical data used in city planning.

Ability to establish and maintain effective working relationships with department heads, other employees, and the public.

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### **MINIMUM REQUIREMENTS**

Graduation from an accredited College or University with a Bachelor's degree in architecture, landscape architecture, planning, or urban studies or related field AND one (1) year full-time verifiable para-professional experience in planning, architecture, architectural technology, or equivalent field. Experience must be in development, site, or comprehensive plans involving research, drafting, and statistical analysis. Additional experience can substitute for education on a year-for-year basis (partial year may be prorated). Driver's license.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

### **SUPERVISION RECEIVED**

General and specific assignments are received and work is performed with some latitude for the use of independent judgment in the selection of work methods and procedures.

### **SUPERVISION EXERCISED**

Usually none. May supervise clerical personnel in the preparation of statistical data.

rev. 5/95(minimum req.)

rev. 6/01(delete dept.specific)